



Meeting Date	March 14, 2007	Time	9:30 – 11:00
Location	Conference Call; 866-919-7299; passcode 6255248		
Meeting Title	BPR Reimbursable Work Group		
Facilitator	Lois Coleman		

Members and Invited Guests

(Y = present; N = not present)

Member Name	Organization		E-mail
Lois Coleman	Finance Office	Y	
Cynthia Rich	Finance Office	Y	
Mark StClair	Finance Office	Y	
Kathy Bruchey	Finance Office	N	
Brenda Hernandez	NMFS	Y	
Dawn DiFiore	NMFS	N	
Herbert Callands	NWS	Y	
Debbie Hoffman	NWS	Y	
Carmen Solis	NOS	Y	
Bruce Jackson	NOS	Y	
Paul Johnson	OAR	Y	
Steve Musser	OAR	Y	
Sharon Schroeder	OAR	N	
Andrea Moore	OAR	N	
Alicia Taylor	NESDIS	Y	
Gerald Thomas	NMAO	Y	
Malcolm Orr	OGC	N	
Thomas Santymire	Budget Office	N	
Candace Davis	CMFD	Y	
Valda Ferrell-Evans	CMFD	Y	
Sharon Glover	BIS	Y	
Guest Name	Organization	✓	E-mail
Tiyo Fonte		Y	
Jackie Schreckengost		Y	

Agenda:

1. Training – Cindy Rich
2. Chapter 10 – Lois Coleman
3. Update on SOPs – Paul Johnson

Minutes:

1. Cindy Rich summarized the training requirements agreed to by the RWG. The training will not cover the reimbursable agreement templates, contracting or appropriations law. It is scheduled for May, 2007 and will cover reimbursable policies, business rules, process flow, SOPs, reimbursable reports & queries, and specific topics of interest to the LOs such as resolving unmatched costs & cost overruns, calculating carryover, refunds, and intergovernmental reconciliations with trading partners. The focus will be to update current users on new issues, but not on the module. Cindy asked RWG members to let her and Jackie Schreckengost know by March 21 the numbers of LO staff, broken out by HQ and field locations, who will need the training. The classes will include both HQ and FMC staff and will not be segregated by LO.
2. Lois Coleman said that Chapter 10 is still being changed and will not be final until presentation to the CFO Council on March 21.
3. The Group discussed the draft SOPs prepared by Paul Johnson and the sub-group of LO representatives. Lois said that the draft SOP contained good information, but should also include step-by-step procedures that can be used by FMC's. Cindy said the draft needs an introduction, some background and detailed procedures. The SOPs should be based on the high level procedures which the RWG developed in FY 2006, but include more detail and explanation. Paul agreed to continue meeting with the LO sub-group and revise the SOPs. Herb Callands offered to help.

The next meeting will be:	Wednesday March 28, 2007, 10:00-11:30
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